



# Payment from a DAR

Path: Accounting > Financial Accounting > General Ledger > Document Entry > GL Account Posting  
Transaction Code: F-02

## 1. Enter the details from the paper DAR into these fields:

Document Date: **The date of the business transaction (DAR Date)**

Document Type: **SD**

Posting Date: **Most of the time, this will be the same as the document date**

Company Code: **The four-digit Company Code Number**

Reference: **Enter the locally chosen unique reference identifier in this field. It will probably be a combination of the Company Code location and the date of the transaction.**

**Important Note:** Reference is also used on the detailed DAR form and on the Cash Cage entries. It has to be the same in all cases.

Text: **Locally REQUIRED item. See your supervisor for the correct entry**

### Goto the bottom of the screen:

Posting Key labeled PK: **15 Payment Receipt (Credit)**

GL Account: **XXXXX Enter the Customer Number using the last 5 digits.**

**Press Enter or Click the Green Check Mark Icon** 

Amount: **Enter the dollar amount from the DAR**

Blind date: **Enter the date of the Deposit from the deposit slip.**

### Goto the bottom of the screen:

Posting Key labeled PK: **40 Debit Entry to General Ledger**

GL Account:


IF THE ITEM IS:	THEN
A Cash Amount	Use <b>101060</b> POS/DAR Clearing Acct
A Credit Card	Use <b>110000</b> Credit Card Clearing Acct



**Press Enter or Click the Green Check Mark Icon** 

Amount: **The same amount as you entered above or use \* to have SAP enter the balancing amount.**

Value date: **The date of the deposit.**

Site: **Enter the Site number.**

Click on the “Moon Over Miami” icon, the Document Overview  to check both sides of your transaction.

IF THE ITEMS ARE:	THEN
Balanced (Debits equal Credits)	Click the Save Icon 
Not in Balance (Debits DO NOT equal Credits)	Double-click on the item, make the necessary changes and then  .

Note and record the 10-digit document number \_\_\_\_\_